

**FOR REQUESTS FOR CITY EMAILS: PLEASE SPECIFY SEARCH CRITERIA**

Please fill out this form, scan it and upload it to your public records request on the online system  
or send us a message on the system which includes the following information.

Requestor: \_\_\_\_\_

Request Number: \_\_\_\_\_

I am requesting emails TO the following people:

\_\_\_\_\_

FROM the following people:

\_\_\_\_\_

FOR the following time period:

Beginning date: \_\_\_\_\_ Ending date: \_\_\_\_\_

WITH the following keywords in the subject line (you may also exclude keywords):

\_\_\_\_\_

WITH the following keywords in the email body or attachments (you may also exclude keywords):

\_\_\_\_\_

The above will help the custodian search and extract your emails in a more efficient manner.

Thank you for your cooperation.

Public Records Office, City of Memphis